



**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF MENTAL HEALTH**

**VACANCY ANNOUNCEMENT**

<b>ANNOUNCEMENT NO:</b> SEH-05-76	<b>POSITION:</b> Program Assistant (Typing)
<b>POSITION SERIES:</b> DS-0303	<b>POSITION GRADE:</b> 06
<b>OPENING DATE:</b> 04/28/05	<b>CLOSING DATE:</b> 05/05/05
<b>IF "OPEN UNTIL FILLED" FIRST SCREENING DATE:</b>	<b>SALARY RANGE:</b> \$28,179 - \$36,628 per annum
<b>WORKSITE:</b> 2700 MLK Jr., Ave., S.E. Washington, D.C. 20032	<b>TOUR OF DUTY:</b> 8:30 a.m.- 5:00 p.m. Monday-Friday
<b>PROMOTION POTENTIAL:</b> DS-07	<b>AREA OF CONSIDERATION:</b> SEH Wide Only
<b>AGENCY:</b> DMH/St. Elizabeths Hospital	<b>NO. OF VACANCIES:</b> One (1)
<b>DURATION OF APPOINTMENT:</b> (X) Permanent ( ) Term (13 months to 4 years) Not to Exceed _____. ( ) Temporary (Up to 1 year), Not to Exceed _____ months.	
(X) This position IS in the collective bargaining unit represented by AFSCME 2095 and AFGE 383 and you may be required to pay an agency service fee through an automatic payroll deduction. ( ) This position IS NOT in a collective bargaining unit.	
<b>"RESIDENCY PREFERENCE AMENDMENT ACT OF 1988":</b> An applicant for a position in the Career Service or for an attorney position (DS-905 series) in the Excepted Service who is a bona fide resident of the District of Columbia AT THE TIME OF APPLICATION, may claim a hiring preference over a non-resident applicant by completing the "Residency Preference for Employment" form, DC 2000RP, and submitting it with the employment application, DC 2000. To be granted preference, an applicant must: (1) be qualified for the position; and (2) submit a claim form at the time of application. Except for employees entitled by law to preference, preference will not be granted unless the claim is made at the time of application.	
<b>BRIEF DESCRIPTION OF DUTIES:</b> This position is located in Saint Elizabeths Hospital, Residency Training and Fellowship Department, Residency Training Program. Incumbent is responsible for coordinating and performing administrative, clerical, and typing functions for the medical student, residency and fellowship training program based at the Hospital. Receives applications and application requests and provides information to applicants on the requirements and proper procedures for admission. Responds to inquiries and questions regarding the training programs. Downloads applications through ERAS and NRMP. Coordinates scheduling of applicants for interviews. Provides medical training coordinator with names and dates scheduled for medical student rotations at the Hospital. Corresponds with medical schools referring students for training at the Hospital. Maintains time and attendance sheets on all psychiatrists, interns, residents and other staff assigned to the Residency Training Program. Reviews affiliation agreements with institutions providing training to residents and fellows and keeps affiliation agreements current. Provides support for all teaching functions, including copying room scheduling, and arranging for AV equipment when needed. Assists in special projects as needed.	
<b>QUALIFICATIONS REQUIREMENT:</b> This position requires one (1) year of specialized experience equivalent to the next lower grade level. Specialized experience is experience which has equipped the candidate with the particular knowledge, skills, and abilities to perform successfully the duties of the position and that is typically in or related to the position to be filled. <b>Applicants for consideration must complete the attached Applicant Self-certification form.</b>	
<b>SELECTIVE PLACEMENT FACTOR(S):</b> None	

## SUBMISSION OF RANKING FACTORS

The following ranking factors will be used in the evaluation process. All applicants MUST respond to the ranking factors. Please describe specific incidents from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc., that indicate the degree to which you possess the job-related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. FAILURE TO RESPOND TO ALL RANKING FACTORS MAY ELIMINATE YOU FROM CONSIDERATION.

### RANKING FACTORS

1. Knowledge of program matters, general office work, and policies and procedures in order to carry out functions of the office.
2. Knowledge of SHE and DMH missions, functions, organizational structures, programs and their resource requirements.
3. Knowledge of ADT, word processor, typewriter and duplicating machines (a qualified typist is required).
4. Ability to communicate effectively both orally and in writing in order to coordinate work, develop plans, and prepare reports.
5. Demonstrated knowledge of timekeeping procedures and regulations.

SUBSTITUTION OF EDUCATION FOR EXPERIENCE WILL BE ALLOWED AS DEFINED BY OPM'S X-118 QUALIFICATIONS STANDARDS. HOWEVER, IN ORDER TO RECEIVE CREDIT YOU MUST SUBMIT OFFICIAL PROOF OF EDUCATIONAL ATTAINMENT WITH YOUR APPLICATION. TIME-IN-GRADE REQUIREMENTS ARE APPLICABLE. APPLICANTS CLAIMING VETERANS PREFERENCE MUST SUBMIT OFFICIAL PROOF WITH THE APPLICATION.

APPLICATIONS SUBMITTED FOR CONSIDERATION WILL NOT BE RETURNED TO THE APPLICANT, EXCEPT THAT APPLICATIONS RECEIVED OUTSIDE THE AREA OF CONSIDERATION OR AFTER THE CLOSING DATE WILL BE RETURNED WITHOUT ACTION.

**HOW TO APPLY:** ALL APPLICANTS, INCLUDING DEPARTMENTAL EMPLOYEES AND OTHER D.C. GOVERNMENT EMPLOYEES, MUST SUBMIT THE DISTRICT OF COLUMBIA GOVERNMENT EMPLOYMENT APPLICATION, DC 2000. SELECTION (S) FROM THIS VACANCY ANNOUNCEMENT PENDING CLEARANCE THROUGH PRIORITY PLACEMENT PROGRAMS. "A NON-COMPETITIVE SELECTION OF A CANDIDATE ON THE AGENCY'S REEMPLOYMENT PRIORITY LIST OR THE DISPLACED EMPLOYEE'S PRIORITY LIST WILL RESULT IN CANCELLATION OF THIS VACANCY ANNOUNCEMENT."

**WHERE TO APPLY:** DEPARTMENT OF MENTAL HEALTH  
DIVISION OF HUMAN RESOURCES  
64 NEW YORK AVENUE, NE, 5<sup>th</sup> Floor  
WASHINGTON, D.C. 20002  
ATTN: Clara Orino (202) 645-5979  
FACSIMILE: (202) 673-4386

IN ACCORDANCE WITH THE D. C. HUMAN RIGHTS ACT OF 1977, AS AMENDED, D. C. CODE SECTION 1-2501 et seq., ("THE ACT") THE DISTRICT OF COLUMBIA DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, MARITAL STATUS, PERSONAL APPEARANCE, SEXUAL ORIENTATION, FAMILIAL STATUS, FAMILY RESPONSIBILITIES, MATRICULATION, POLITICAL AFFILIATION, DISABILITY, SOURCE OF INCOME, OR PLACE OF RESIDENCE OR BUSINESS. Sexual harassment is a form of sex discrimination which is also prohibited by the Act. DISCRIMINATION IN VIOLATION OF THE ACT WILL NOT BE TOLERATED. VIOLATORS WILL BE SUBJECT TO DISCIPLINARY ACTION.

**SALARY REDUCTION OF REEMPLOYED ANNUITANTS:** An individual selected for employment in the District government on or after January 1, 1980, who is receiving an annuity under any District government civilian retirement system, shall have his or her pay reduced by the amount of annuity allocable to the period of employment.

**OFFICIAL JOB OFFERS ARE MADE ONLY BY THE DEPARTMENT OF MENTAL HEALTH, DIVISION OF HUMAN RESOURCES.**

**DRUG-FREE WORKPLACE ACT OF 1988.** "Pursuant to the requirements of the Drug-Free Workplace Act of 1988, the individual selected to fill this position will, as a condition of employment, be required to notify his or her immediate supervisor, in writing, no later than five days after conviction of or plea of guilty to a violation of any criminal drug statute occurring in the workplace."

**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF MENTAL HEALTH**



**APPLICANT'S SELF CERTIFICATION**

**Complete and submit this form with your application.**

<b>Name (Please Print)</b>	<b>SSN:</b>
----------------------------	-------------

The following statement of proficiency in typing will be accepted in lieu of a Certificate of Proficiency in Typing (DOES-1260) issued by the Department of Employment Services as an alternative way of meeting the skills and abilities requirement of the position.

I certify that I can currently type \_\_\_\_\_ words per minute with no more than \_\_\_\_\_ errors, (40 wpm with no more than 3 errors required). My typing speed and error rates are based on typing performance for a period of 5 minutes. I gained my typing skills through:

☐ School                      ☐ Work                      ☐ Other – describe how you gained your skills

---

---

---

I understand that claims of proficiency may be verified at the time of consideration for employment. I further understand that I may be subject to random testing of typing skills at any time during the first year of an appointment resulting from self-certification and that my inability to perform as certified above may constitute a basis for **termination**.

I certify that all of the information provided in this Statement is true, complete, and correct to the best of my knowledge and belief, and is provided in good faith.

<b>Signature:</b>	<b>Date:</b>
-------------------	--------------